

DUTY STATEMENT

Classification: Energy Analyst	Position No.: 5200-5837-003
CBID: R10	Office/Unit: Renewable Portfolio Standard
Date Prepared: August 21, 2014	Division: Renewable Energy Division
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

The Energy Analyst works under the direction of the Energy Commission Supervisor II in the Renewable Energy Division's Renewable Energy Office. The incumbent will perform work of average difficulty related to California's Renewables Portfolio Standard (RPS) Program. The incumbent will assist in executing the Energy Commission's roles and responsibilities in administering the RPS program, which include certifying renewable generation facilities as eligible for the RPS and verifying all renewable generation claimed toward RPS compliance requirements.

WORKING CONDITIONS

The work is performed in an indoor office and meeting room setting involving sitting, standing, and walking. Travel may be required to attend workshops, hearings and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail and Internet; participate in and lead meetings with other staff and with other agencies.

DUTIES AND RESPONSIBILITIES

- 45% Assist in reviewing data submittals by RPS obligated entities for completeness, accuracy, and consistency with regulatory requirements; update RPS program database as needed; create complex data queries, spreadsheets, and graphs under the direction of the RPS program technical leads; analyze renewable generation data and provide results to be incorporated into annual and triennial RPS verification reports. (E)
- 45% Assist in reviewing applications submitted to the Energy Commission for RPS certification for accuracy, completeness, and consistency with program requirements; maintain certification records; perform data validation checks; correspond with applicants and RPS program stakeholders regarding status of certification applications. (E)
- 5% Participate in Energy Commission stakeholder meetings, workshops, and conferences and assist in preparing presentations as needed. (E)

5% Perform other duties as required consistent with the specifications of this classification. (M)

<i>SIGNATURES</i>	
I certify that I am able to perform, with or without the assistance of a reasonable accommodation, the essential job duties of this position.	
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Energy Analyst	JENNIFER CAMPAGNA
Date	Energy Commission Supervisor II
	Date